IT Intake & Request Process System

The IT Budget Review process was instituted as a joint DTS/OMB venture in FY98 in response to:

- Council members and other key officials expressing the need for greater coordination of IT requests in the budget; and
- Department Directors citing the need for assistance in preparing and defending their IT budget requests.

The IT Budget Review process addresses these issues by requiring all departments to examine their IT budget requests with DTS and OMB in advance of the department's budget submission to OMB. Using a web-based system, IT Intake & Request Process System, or ITIRPS, departments have the ability to submit IT requests year-round for review by DTS. The main role of DTS is to work with the department to:

- Determine technical feasibility and cost estimates for funding under the annual OMB budget process;
- Find potential in-house solutions, including development of web-based applications by DTS' Application Development and Integration Team (ADT);
- Assist departments in finding the right IT solutions for inefficient processes; and
- Address improvements to countywide enterprise/core business systems and processes (e.g., electronic timesheets).

The output from the IT review is a technical and management assessment report provided to the department and OMB that includes DTS priority rankings for requests. DTS provides consultation and attends budget sessions with OMB, the County Executive, and County Council, as requested.

IT REVIEW PROCESS
The IT Review process consists of eight steps, and there may be several iterations of consultation and review within steps. Although the schedule applies only to FY06 Operating Budget preparation, many of the same steps are relevant for IT Requests received outside the normal budget cycle.

1. **Department/DTS/OMB Points of Contact** (Completed prior to IT Kickoff). Each department designates point(s) of contact to coordinate the preparation of the department's IT Requests. Preferably, this includes both a department IT and administrative contact to cover the technical aspects as well as a person responsible for producing and coordinating the department's entire budget request. In addition, DTS assigns an Account Manager for each department to work with the appropriate OMB Analyst to coordinate and review IT budget submission requests.

2. **IT Review Kickoff Meeting** (August 30, 2004, 2:30-4:00 p.m., EOB LOBBY AUDITORIUM). OMB and DTS will lead a discussion on looking ahead to next year's fiscal pressures, an update on countywide IT enterprise approaches and strategies, and changes to the FY06 IT budget review process. Department staff will also have an opportunity to meet their DTS Project Requirements and Management Team (PRMT) Account Managers and OMB Analysts.

3. **Department Submission of IT Requests** (Staggered deadlines between September 17 and October 1, 2004). Using the new web-based IT Intake and Request Process System (ITIRPS), departments will provide information about their FY06 IT Budget Requests and prioritize their requests. The department director will also sign and submit a hard copy report verifying the prioritization of their requests to the PRMT Account Manager.

4. **DTS Preliminary Review - Phase I** (September 20 – October 22, 2004). The PRMT Account Manager will contact the lead department IT or Administrative representative to schedule a review session(s) that should include: the PRMT Account Manager; OMB Analyst for the department; the OMB General IT Coordinator, Charles Goldsmith; the department IT and Budget Administrative representatives; and other appropriate department program staff that understand the business aspect for major new requests. The purpose of these meetings will be to: discuss department IT strategies and priorities; ensure that enough information has been provided from the department to support the request's business case and technical solution; and go over issues such as feasibility, risk assessment, cost/benefits, impacts, etc. Additional review sessions may need to be scheduled to ensure full review of the department's top priorities. PRMT Account Managers in consultation with the OMB Analyst will write up comments in ITIRPS and provide preliminary DTS priority ratings.

5. **DTS Experts Review Panel - Phase II** (October 26-28, 2004). Separate DTS Expert Panels will be convened to discuss only those department requests within their area of expertise. In addition to providing technical input on the proposal, the Expert Panels will be looking to identify patterns across departments and determine if a single enterprise or thematic solution can address many department-specific proposals more efficiently and for less cost. The Expert Panels will either confirm or revise the preliminary DTS priority rating assigned by the PRMT Account Manager and OMB Analyst. PRMT Account Managers will update IT request comments accordingly in ITIRPS based on Expert Panel comments.

6. **DTS Senior Management Review Panel – Phase III** (November 4, 2004). The Chief Technology Officer (CTO) and DTS Senior Management will convene to finalize DTS priority ratings and any changes to funding or staffing levels. In addition, the Panel will determine if it wants to create a single DTS enterprise proposal (in consultation with departments) as a way to handle a series of like-department requests for submission to OMB. A follow-up session with the Chief Information Officer (CIO) will be convened to discuss the results of the review sessions. At the completion of the Senior Management review, a DTS technical and management assessment report, including final DTS priority ratings, will be signed by the CTO and provided to the department (and OMB) two to four weeks prior to their OMB budget submission deadline. If a department disputes one or more of the priority ratings, the Department Director may request a meeting with the CIO for discussion and reconsideration of their IT Requests.

7. **Submission of FY06 Operating Budget** (November 30 – December 13). Departments submit budget proposals to OMB based on formats and schedules established by OMB. Departments are required to provide the ITIRPS Reference ID number for each IT request submitted in its budget, allowing OMB to reference the item in the DTS technical and management assessment report and track submissions throughout the budget process.

8. **Post Department Budget Submission Review** (December 2004 - May 2005). Following department budget submissions, OMB may request DTS to conduct a review of an IT request on an exceptional basis for: 1) significantly modified proposals at the time of budget submission; 2) a new IT request that has not gone through the DTS IT Review Process; or 3) proposals that had gone through a "light" review process by DTS based on the department's initial priority, but now has been given a high priority designation by OMB based on new circumstances (e.g., CE priority). During the budget season, DTS also consults on IT matters, as needed, with the department, OMB, County Executive, and the County Council.

FY06 DEPARTMENT GROUPINGS & IT DEADLINES

Group I   **Department Deadline to Submit IT Requests in ITIRPS: September 17, 2004**
Distribute DTS Final Results to Departments: November 15, 2004
Budget Submission due to OMB: November 30, 2004

Board of Appeals	Inspector General
Board of Elections	Intergovernmental Relations
Board of Investment Trustees	Legislative Oversight
Board of License Commissioners	Human Rights
Commission for Women	Management and Budget
Community Use of Public Facilities	Merit System Protection Board
County Council	People's Counsel
County Executive	Procurement
Ethics Commission	Public Information
	Zoning and Administrative Hearings

Group II   **Department Deadline to Submit IT Requests in ITIRPS: September 24, 2004**
Distribute DTS Final Results to Departments: November 15, 2004
Budget Submission due to OMB: December 6, 2004

Circuit Court	Permitting Services
County Attorney	Public Libraries
Economic Development	Regional Services Centers
Environmental Protection	Recreation
Housing and Community Affairs	State's Attorney
Liquor Control	Urban Districts

Group III   **Department Deadline to Submit IT Requests in ITIRPS: October 1, 2004**
Distribute DTS Final Results to Departments: November 15, 2004
Budget Submission due to OMB: December 13, 2004

Correction and Rehabilitation	Police
Finance/Risk Management	Public Works and Transportation
Fire and Rescue Services	(including Fleet Management Services, Transit
Health and Human Services	Services, and Solid Waste Services)
Human Resources	Sheriff

Group IV   **Department Deadline to Submit IT Requests in ITIRPS: November 19, 2004**
Budget Submission due to OMB: December 13, 2004

Integrated Justice Information System (IJIS)	Public Safety Communication System (PSCS)
Department of Technology Services (DTS)	